

**APPLICATION PROCEDURES
FOR
OFFICERS SEEKING INTERSERVICE TRANSFER
TO NAVAL SPECIAL WARFARE**

[COMNAVPERSCOM \(PERS 811\)](#) maintains a web site that details the procedures for officers seeking interservice transfers.

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1. References. The current instructions governing interservice transfers of commissioned officers are DoD Directive Number 1300.4, SECNAV Instruction 1000.7D, NAVMILPERSMAN 1300-080 Part 2. NAVMILPERSMAN 1210-220 (NAVAL SPECIAL WARFARE OFFICER) discusses personnel aspects of the Naval Special Warfare (SEAL) program. It describes application procedures, training, insignia, qualification, and requalification within this program. Appropriate directives from the respective services are:

- a. Air Force Regulation 35-39**
- b. Army Regulation 614-120**
- c. Article 12A3, U.S. Coast Guard Personnel Manual CG 207**
- d. P1100.73, U.S. Marine Corps Order**
- e. Section 43, Chapter 56 NOAA Directive Manual**

2. Eligibility.

- a. SEAL applicants must be eligible for a SECRET clearance based on a DD 398-2, Personnel Security Questionnaire National Agency Checklist (NAC).**
- b. The applicant should be 28 years of age or less as of application receipt date in Navy Personnel Command (COMNAVPERSCOM) (PERS 811) (except officers with previous enlisted special operations experience).**
- c. He must agree to serve on active duty for a period of 4 years after transfer. No additional service obligation is incurred if involuntary disenrolled because of disqualification. Member would then serve on active duty until completion of prior minimum service obligation. Officers transferred for active duty must also agree to retain their commissions for at least 8 years after transfer unless sooner waived.**
- d. Meet medical standards as specified in the NAVMED P-117 , Manual of Medical Department, Article 15-66.**
- e. Satisfactorily complete physical screening test outlined in MILPERSMAN 1220-190.**

3. Application Procedures. Active duty volunteers for the SEAL program may apply for initial training and assignment under this paragraph. Applications must arrive no later than nine months before the requested transfer date. Except where specified "NO WAIVER", the Bureau of Naval Personnel may, with adequate justification, waive one or more entry requirements if the applicant is considered otherwise qualified. Contact Navy Personnel Command (PERS 811), 5720 Integrity Drive, Millington TN 38055-8110, (901) 874-3171 for more information regarding waivers.

a. Applications must contain the information and comply with the format prescribed by the parent-uniformed service. Additionally, the following information and documents must be included:

- (1) Conditional release from parent service**
- (2) Statement that the officer concerned has neither failed selection for promotion in present grade nor had his name removed from a promotion list**
- (3) Source of original commission**
- (4) Original and duplicate copy of Report of Medical Examination (Standard Form 88)**
- (5) Current Report of Medical History (Standard Form 93) original and one copy**
- (6) A verified statement of service**
- (7) A statement of understanding shown in paragraph 5 of SECNAVINST 1000.7D or in NAVMILPERSMAN 1300-080, Part 2**
- (8) Microfiche copy of the officer's master personnel record**
- (9) Request for Naval Special Program**
- (10) Report of Screening (MILPERSMAN 1220 Exhibit 3)**

b. Processing Applications from Individual Officers. The parent service should send applications to the Secretary of the Navy, Washington, DC 20350, who will forward them to COMNAVPERSCOM (PERS 811) for review and evaluation under this instruction.

c. COMNAVPERSCOM recommends disapproval, they will send it to the Secretary of the Navy with a proposed memorandum returning the application to the parent service for forwarding to the officer.

d. If COMNAVPERSCOM recommends approval, they will send it to the Secretary for his approval. If the Secretary disapproves he will return it to COMNAVPERSCOM for return to the parent service.

e. If the transfer is acceptable to both the parent and gaining Services, COMNAVPERSCOM will prepare active duty orders, obtain appointment documents from Navy Recruiting Command, and coordinate the transfer with the parent Service.

f. Medical Screening. The applicant must meet medical standards as specified in the NAVMED P-117, Manual of Medical Department, Article 15-66. This process involves completing a Dive Physical and Hyperbaric Pressure Test. The SF 88 and/or SF 93 must contain a certification from the Chief, Bureau of Medicine and Surgery stating that the applicant meets the standards as a combat swimmer. Applicant's eyesight cannot be worse than 20/40 in one eye and 20/70 in the other eye and must be correctable to 20/20 with no color blindness. Laser PRK corrective surgery can be waived no earlier than six months after the procedure is conducted.

g. Hyperbaric Pressure Test. This test is conducted in a hyperbaric recompression chamber. It is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. (Waivers to this test for initial applicant screening may be granted if a hyperbaric chamber facility is not accessible due to geographical isolation).

h. Screening Requirement. Applicants will be screened by an approved screening activity prior to requesting initial training. An approved screening activity is any SEAL/SDV command, or Recruit Training Center (NAVCRUITRACTR). Only those commands with adequate facilities for screening program

applicants will conduct the screening. If a SEAL screening activity is not available in the applicant's local area, the applicant may have a commissioned officer conduct the test as delineated in MILPERSMAN 1220 Exhibit 1 and report the screening as noted in Exhibit 3.

APPLICATION PACKAGE

1. The application must follow the parent services format including SECNAV required information. The following enclosures should be included with the application:

- (a) Request for Naval Special Program**
- (b) SF-88 (Original & one copy)**
- (c) SF-93 (Original & one copy)**
- (d) Report of Screening (MILPERSMAN 1220 Exhibit 3).**
- (e) Letters of Recommendation. It is highly encouraged to include letters of recommendation from Senior Military Officers.**

2. For inter-service transfer officer applicants, send complete application packages to:

Secretary of the Navy

Washington, DC 20350

EXAMPLE LETTERS

Example of Applicant's Letter

From: Lieutenant John H. Doe, 123-45-6789

To: Commander, Navy Personnel Command (PERS 811)

Via: (1) Appropriate Chain of Command

(2) Chief, Bureau of Medicine and Surgery

Subj: REQUEST FOR NAVAL SPECIAL WARFARE PROGRAM

Ref: (a) MILPERSMAN 1210-220

(b) MANMED 15-66

Encl: (1) Report of SF 88, Medical Examination and SF 93, Report of Medical History

(2) Report of Screening

(3) Letter of Recommendation

1. Per reference (a), I volunteer for Naval Special Warfare duty and request assignment to Basic Underwater Demolition/SEAL (BUD/S) training.

2. Based on the results of a medical examination, enclosure (1), and screening results, enclosure (2), I submit my eligibility for BUD/S training. (Include the following if applicable.) I request a waiver to the following requirements: (specify entry requirements that require a waiver).

3. I understand the nature of Naval Special Warfare duty, and I agree to:

a. Serve on active duty for a period of at least 3 years or until completion of previously acquired minimum obligated service, whichever is greater, subsequent to completion of BUD/S training, unless released earlier by CHNAVPERS.

b. Serve the minimum obligated service specified, regardless of whether I retain Naval Special Warfare qualification for 3 years.

c. I request change of my designator to 118X (Naval Special Warfare Officer Trainee).

Example Commanding Officer's Endorsement

FIRST ENDORSEMENT on LT John H. Doe, 123-45-6789 ltr of 01 May 1999

From: Commanding Officer, Applicant's Command

To: Commander, Navy Personnel Command (PERS 811)

Via: (1) Appropriate Chain of Command

(2) Chief, Bureau of Medicine and Surgery

Subj: REQUEST FOR NAVAL SPECIAL WARFARE PROGRAM

Ref: (a) SECVANINST 5510.35

1. Forwarded, with my strongest recommendation for approval.

2. LT Doe is a superior leader, manager, and organizer who exhibits virtually unlimited potential. He has my complete confidence and support. An avid proponent of physical fitness, LT Doe participates in various ship sports teams and maintains a neat, trim physique. His appearance on and off duty is a model to emulate.

Faced with overwhelming incoming information and increasingly tense situations, he met all challenges head on, demonstrating versatility and exceptional warfighting skills.

3. If selected, LT Doe will be made available for transfer to Special Warfare. LT Doe's PRD .

4. The applicant possesses the necessary mental and emotional stability to assume nuclear weapons duties under the criteria set forth in reference (a).

A. B. Smith

Example Report of Applicant Screening

01 Mar 99

From: SEAL RECRUITER, NAVSPECWARCEN DET LCREEK

To: Commander, Navy Personnel Command (PERS 811)

Subj: NAVAL SPECIAL WARFARE PHYSICAL SCREENING RESULTS

Ref: (a) MILPERSMAN 1220 Exhibit 3

Encl: (1) NAVMED 6150/2, Special Duty Medical Abstract

1. LT Doe, currently attached to (Applicant's Parent Command) was screened for an interservice transfer application and possible assignment to BUD/S training following the procedures specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: LT D.E. Able, Detachment XO, NAVSPECWARCEN DET LCREEK, 31 Mar 99.

b. Physical Screening Test conducted by: (name, rank, position, command, date).

(1) Swim Time: 8 min 30 sec

(2) Run Time: 9 min 30 sec

(3) Sit-ups: 100

(4) Push-ups: 100

(5) Pull-ups: 20

c. Pressure Test conducted by: HTC R.T. Diver, Diving LCPO, MDSU-2, 15 Mar 99.

3. Based on satisfactory completion of this screening the member is recommended for BUD/S.

D. R. Teamguy

**Copy to:
(Applicant's Parent Command)**

DETAILER'S TIPS

- 1. Review ALL applicable references to ensure application package is complete! Incomplete packages will not pass initial screening.**
- 2. Include Letters of Recommendation from Senior Military Officers, as appropriate.**
- 3. Applicants should be interviewed by a Senior Naval Special Warfare Officer (LCDR and above). If a Naval Special Warfare Officer is not available, a letter should be included to the board justifying why an interview was not possible.**
- 4. Screening tests should be administered by a SEAL, preferably at NSW Center, Coronado, CA or NSW Center, Detachment Little Creek, VA. If a SEAL screening activity is not available in the applicant's local area, the applicant may have a commissioned officer conduct the test.**
- 5. Eyesight: Laser PRK corrective surgery can be waived no earlier than six months after the procedure is conducted for military personnel and one year for civilians.**
- 6. Apply! Take the challenge and become a leader of America's Premier Fighting Force...Navy SEALs!**

For any questions, contact p415@bupers.navy.mil